

Certificate in Desktop Publishing (Computer Design & Graphics)

1. Computer Fundamentals

Characteristics of Computers, Input Output Devices, Memory, Parts of Computers, Hardware & Software, types & generations of Computers, Applications, Uses & Advantages of Computers.

2. Operating System

Overview of different versions of Windows, Basic Windows Elements. File & Folders Management through Windows Using essential accessories, System Tools, Notepad, Paint, Word Pad (cut copy paste), Windows explorer, System Tools, Calculator.

3. Page Maker

Introduction, Tour of Page maker, Editing, Adding Design Elements, Setting of Templates, Setting up Custom Styles, Using Layers, Printing, Adding Color, Developing Long documents, Using Filters, using Page Maker Help.

4. Corel Draw

Introduction, Creating artistic Text, working with Shapes, controlling the CorelDraw Environment, Setting up Page Layout, Defining Outlines, Mixing up Fills, Drawing and Editing Free Hand Curves, Bezier Curves, Working with Shapes & Curves, Working with Bit Map Images, Lenses and Power Clips, Blends and Contours, working with Perspective, Managing Layers and Pages, Importing and exporting Objects, Printing.

5. Photo Shop

Introduction, Using the Editing Tools, Working with Layers, Channels and Paths, Image Modification Tool, Working with History and Actions, Adjusting Images, Designing images for the Web, Using Image Ready, Saving your work.

6. Internet

Introduction to Internet, WWW, Search Engines, e-mail account creation, sending, managing and receiving e-mails, printing web pages.

Course Duration: 3 Months
Timings: 1:30 Hrs. Daily (Mon-Sat)
Fees: Rs.3550 /-